



**State Representative Dan Huberty**  
**Position: Legislative Aide**

**Opportunity**

The Capitol Office of State Representative Dan Huberty is seeking a hardworking, creative thinker for the Legislative Aide position. This job requires daily contact with constituents, public officials, media, advocates, and other Capitol and district staff. Qualified candidates should expect to work long hours as necessary and some weekends during the Legislative Session.

Position requires a responsible and dependable person with strong management and organizational abilities. The Legislative Aide may be required to assist with legislative research, administrative duties, constituent correspondence. Qualified candidates must have a basic understanding of the legislative process, as well as the structure and policies of state government. Applicants should be professional, responsible, and possess strong interpersonal and organizational skills, with basic knowledge of the operation of standard office equipment. Qualified candidates should be independent self-starters with considerable attention to detail while being able to respond to challenging situations quickly and strategically. The Legislative Aide will work closely with the Chief of Staff and Legislative Director and assist in supervising the Legislative Intern(s).

**Job Expectations**

Seeking individuals who can demonstrate the following skill set:

- Legislative research
- Supervise legislative intern(s)
- Constituent correspondence
- Answer phones/emails/clerical
- Attend legislative briefings and other events
- Interpersonal communication
- Clear and concise written communication
- Ability to communicate effectively and professionally via telephone and email
- Compassion and kindness when working with constituents
- Strong organizational skills
- Proficiency in Microsoft Word, Excel, Outlook and social networking websites

**Education/Experience** Previous legislative session experience at the Texas State Capitol is preferred and a minimum of a bachelor's degree in political science or related fields is required. Salary will be commensurate with experience.

To apply for the position, please send cover letter, resume and writing sample to the Chief of Staff, Casey Christman, at [casey.christman@house.texas.gov](mailto:casey.christman@house.texas.gov). Only candidates selected for interviews will be contacted.

The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.